



DURHAM KENNEL CLUB, INC. Show/Trial/Test Chair Responsibilities

PURPOSE: This policy defines the responsibility of a Show/Trial/Test Chair.

REFERENCES: Appropriate AKC Trial or Show Manual.
DKC Show or Trial policies.

DEFINITIONS:

- ◇ Event: Any show, match, trial, social, or club activity sponsored by DKC and held on or off site.
- ◇ Show/Trial/Test Chair: Volunteer position with total responsibility and accountability for an event.

The Show/Trial/Test Chair has the overall responsibility for proper planning, coordinating, and reporting the results of the Trial with the knowledge of AKC *Rules Applying to Dog Shows*, the AKC *Obedience/Rally Trial Manual*, *Dealing with Misconduct*, the appropriate current Rally or Obedience Regulations and a copy of the Emergence and Disaster Plan. The list below summarizes responsibilities; each Chair must be familiar with all aspects of the Event per the appropriate published AKC Show/Trial Manual. All event expenses must be approved by the Chair. Unapproved expenses will not be reimbursed.

SIX MONTHS TO ONE YEAR BEFORE THE EVENT

- * Obtain AKC approval for event. For corresponding date events, approval can be requested and fees paid on the AKC Online Event Management System. For new events, application must be completed and sent to AKC for approval (Board approval required)
- * Hire Judge and send contract for signature. Panel is required to be received by AKC no less than 18 weeks prior to the event.
- * Obtain/Hire Trial Secretary/Superintendent. Sign contract if a non-DKC member.
- * Obtain Trial/Show Committee
- * Inventory and Order Ribbons/Rosettes, in necessary

THREE MONTHS PRIOR TO THE EVENT

- * Review and finalize the premium list
- * Coordinate with Webmaster for online trial entries
- * Post premium on AKC website through the Online Event Management System and have DKC webmaster post to DKC website

WEEKS BEFORE THE EVENT

- * Coordinate with Trial Committee regarding stewards, hospitality, judge's hotel, judge's transportation, and building cleaning schedule

DAY BEFORE THE EVENT

- * Coordinate setup of building for rings, ring tables, hospitality, crating, and ribbons.

DAY OF THE EVENT

- * Arrive two hours before the start of judging
- * Have access to all required AKC publications for the event
- * Introduce judge and welcome exhibitors
- * National Anthem
- * Ensure that all stewards are available, and hospitality is set.
- * Settle all issues that arise throughout the event
- * Review Judge's bill and authorize payment.

AFTER THE EVENT

- * Ensure all equipment and gating is put away and grounds are in good order
- * Ensure that all documents are sent to AKC within seven days of the event.